

**LA CAÑADA UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE GOVERNING BOARD
June 3, 2003 in LA CAÑADA HIGH SCHOOL IRC
4463 Oak Grove Drive, La Cañada, California**

<p style="text-align: center;">PLEASE NOTE LOCATION: La Cañada High School IRC (New Library) 7:00 p.m.</p>

AGENDA

- CALL TO ORDER** in La Cañada High School IRC at 5:00 p.m.
CLOSED SESSION in La Cañada High School IRC at 5:01 p.m. (Agenda attached)
GOVERNING BOARD WORKSHOP ON BUDGET in La Cañada High School IRC at 6:00 p.m.
REPORT OUT OF CLOSED SESSION
REGULAR MEETING in La Cañada High School IRC (New Library) at 7:00 p.m.
PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA
APPROVAL OF MINUTES, May 13, 2003

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| <u>REPORTS:</u> | <ol style="list-style-type: none"> 1. Superintendent's Report <ol style="list-style-type: none"> a. 7/8 Task Force b. Construction Update c. Donations to District 2. President's Report <ol style="list-style-type: none"> a. Student Safety 3. Student Representative Report | <p>Leabo</p> <p>Tracy</p> <p>Linden</p> |
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OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD concerning items not on the agenda. The *Brown Act* prohibits the Board from responding to items not on the agenda. Please limit your remarks to three minutes. In order to facilitate the efficient working of the Board, comments on non-agendized items will be limited to a total of 45 minutes.

PUBLIC HEARINGS

1. General Waiver: Golden State Seal Merit Diploma
2. Statement of Assurances for 2002-2003 Pupil Textbook and Instructional Materials Incentive Program for Grades K-12

PROPOSED ACTION ITEMS (over for a description of items)

1. **First Reading** [Asterisk (*) denotes action may be taken on the first reading.]

a.	*2003-04 Proposed Budget, R187-02-03	Banis
b.	*Local Plan, R195-02-03	Stratton
c.	*Approval of Lease/Purchase Agreement for Computer Refresh, R196-02-03	Stratton
d.	*Foothill SELPA Local Plan, R203-02-03	Stratton
e.	*Resolution #31-02-03 Temporary Cash Transfer and Resolution #32-02-03 Temporary Borrowing	Banis
f.	*Emergency Resolution #33-02-03 to Repair Air Conditioning at LCHS A and B Buildings	Banis
g.	*Deferred Maintenance Plan, R197-02-03	Banis
h.	*Resolution #36-02-03 Approve Assignment of Delinquent Tax Receivables	Banis
i.	*Resolution #35-02-03 Layoff of CMSA Employee	Leabo
j.	*2003-2004 CSEA Calendar, R201-02-03	Leabo
k.	*Declaration of Need for Fully Qualified Teachers, R202-02-03	Leabo
l.	*Agreement with Arroyo United Foundation for Improvement of LCHS Sports Complex, R204-02-03	Leabo
m.	*Resolution #34-02-03 Statement of Assurances for 2002-03 Pupil Textbook and Instructional Materials Incentive Program for Grades K-12	Stratton
n.	*GATE Budget Application for 2003-2004, R193-02-03	Stratton
o.	*Request for General Waiver – Golden State Seal Merit Diploma, R194-02-03	Stratton
p.	*School Site Plans, R199-02-03	Stratton

2. **Second Reading**

a.	Grades K-2 Open Court Adoption: English Language Arts, R183-02-03	Stratton
b.	Grades 3, 4, 5 Houghton-Mifflin Adoption: English Language Arts, R184-02-03	Stratton
c.	Grades 6-8 Textbook Adoption: English Language Arts, R185-02-03	Stratton

3. **Consent Agenda**

a.	Personnel Report, P23-02-03	Leabo
b.	Extra Duty/Extra Pay Report, P24-02-03	Leabo
c.	Approval of Job Description: Information Systems Supervisor (CMSA), R186-02-03	Leabo
d.	Approval of Job Description: Computer Support Technician (CSEA), R198-02-03	Leabo
e.	2003-2004 Designation of CIF Representatives to League, R201-02-03	Leabo
f.	Special Activities: Girls Varsity Basketball, Girls JV/Frosh/Soph Basketball, R206-02-03	Stratton
g.	Instrumental Music Agreement with Assistance League of Flintridge, R207-02-03	Stratton
h.	Agreement with Assistance League of Flintridge for "Sprouts Program," R209-02-03	Stratton

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| i. | Non-Public School/Non-Public Agency Contracts, R200-02-03 | Stratton |
| j. | Renewal of School Services Contract, R188-02-03 | Banis |
| k. | CEC Summer Contract, R190-02-03 | Banis |
| l. | Request to Go to Bid for Pool Services for 2003-2004, R192-02-03 | Banis |
| m. | California Environmental Quality Act Certification – LCHS Science Lab Project, R205-02-03 | Banis |
| m. | Accept Bid for LCE Playground Improvements, R208-02-03 | Banis |
| o. | Gifts, R191-02-03 | Banis |
| p. | Purchase Order List #15 | Banis |

COMMUNICATIONS: Informational communication among Board and staff members

RECONVENE CLOSED SESSION (if needed)

RECONVENE OPEN SESSION AND REPORT OUT OF CLOSED SESSION (if needed)

ADJOURNMENT

**The Next Regular Governing Board Meeting will be held on Tuesday, June 24, 2003, at 7:00 p.m. in the
La Cañada High School Information Resource Center**

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

**Any individual with a disability who requires reasonable accommodation to participate in a Board meeting may request assistance by contacting the
Superintendent's Office, 5039 Palm Drive, La Cañada, CA 91011; telephone – (818) 952-8381; fax – (818) 952-8309**

June 3, 2003 GOVERNING BOARD MEETING, DESCRIPTION OF ACTION ITEMS

PROPOSED ACTION ITEMS

1. First Reading [Asterisk (*) denotes action may be taken on the first reading.]
 - a. *2003-04 Proposed Budget, R187-02-03. The attached 2003-04 Proposed Budget reflects the most recent information on the Governor's Proposed Budget as well as local modifications, revisions, and plans for next year. The Board is requested to approve the 2003-04 Proposed Budget.
 - b. *Local Plan, R195-02-03. To meet the goals of the No Child Left Behind (NCLB) Act of 2001, the California State Board of Education adopted a new accountability system. Each Local Education Agency (LEA) must develop a single, coordinated, and comprehensive LEA Plan that describes the educational services for all students. The Board is requested to approve the Local Plan.
 - c. *Approval of Lease/Purchase Agreement for Computer Refresh, R196-02-03. After a competitive bid process, it was determined that Apple Financial Services offered the best lease-purchase proposal. Under their three-year AppleEquity Lease (Lease Purchase), LCUSD will be able to purchase 400 HP Desktop computers with monitors and associated software. The Board is requested to approve the Lease-Purchase Agreement for Computer Refresh.
 - d. *Foothill SELPA Local Plan, R203-02-03. The Special Education Local Plan Area (SELPA) and local education agencies (LEAs) must be in compliance with all state and federal special education laws. The first level of compliance is establishing and maintaining a Local Plan. The Board is requested to approve the SELPA Local Plan.
 - e. *Resolution #31-02-03 Temporary Cash Transfer and Resolution #32-02-03 Temporary Borrowing. To protect districts against temporary cash shortages, the Los Angeles County Office of Education makes cash available to districts with no interest or other charges. The Board is requested to approve Resolution #31-02-03 Temporary Cash Transfer and Resolution #32-02-03 Temporary Borrowing.
 - f. *Emergency Resolution #33-02-03 to Repair Air Conditioning at LCHS A and B Buildings. The air conditioning system in the "B" building at LCHS is in need of immediate replacement. In addition, the damper system in the "A" building is not working and needs to be repaired. In order to ensure that the "B" building has air conditioning in September, it is necessary to replace/repair the system this summer. The Board is requested to approve Emergency Resolution #33-02-03 to repair air conditioning at La Cañada High School – Buildings A & B.
 - g. *Deferred Maintenance Plan, R197-02-03. This Deferred Maintenance Plan reflects changes and updates to the plan. The Board is requested to approve the Deferred Maintenance Plan.
 - h. *Resolution #36-02-03 Approve Assignment of Delinquent Tax Receivables. In October 2002, the Board approved LCUSD participation in a new program, governed by a new JPA, which changed the manner in which delinquent taxes are collected and distributed. This new system provides the District with new revenue which is not included in the Base Revenue Limit. The Board is requested to approve Resolution #36-02-03 approving assignment of delinquent tax receivables.
 - i. *Resolution #35-02-03 Layoff of CMSA Employee. The Board is requested to approve Resolution #35-02-03 Layoff of CMSA Employee.
 - j. *2003-2004 CSEA Calendar, R201-02-03. Recently the California School Employees Association and the District negotiating team have agreed on a proposed calendar for the 2003-04 school year. The Board is requested to approve the 2003-04 CSEA Calendar. The Board is requested to approve the 2003-2004 CSEA Calendar.
 - k. *Declaration of Need for Fully Qualified Teachers, R202-02-03. LCUSD anticipates that it may need to employ some teachers who are in the process of completing a full credential. This Declaration is for the 2003-04 school year only and must be filed with the CCTC prior to any initial or renewal applications or emergency permits. The Board is requested to approve the Declaration of Need for Fully Qualified Teachers.
 - l. * Agreement with Arroyo United Foundation for Improvement of LCHS Sports Complex, R204-02-03. A private citizen has offered to provide the funds to upgrade the LCHS varsity football field to artificial turf. The Board is requested to approve the agreement with Arroyo United Foundation for Improvement of LCHS Sports Complex.
 - m. *Resolution #34-02-03 Statement of Assurances for 2002-03 Pupil Textbook and Instructional Materials Incentive Program for Grades K-12. Recent law required districts to hold a public hearing and to certify that the district has sufficient textbooks and instructional materials for each student or will have prior to the end of the fiscal year. The textbooks and/or instructional materials are consistent with the curriculum framework and adoption cycle established by the state board. The Board is requested to approve Resolution #34-02-03 Statement of Assurances for 2002-03 Pupil Textbook and Instructional Materials Incentive Program.
 - n. *GATE Budget Application for 2003-2004, R193-02-03. The Education Code requires districts to submit a budget to the California State Board of Education in order to receive Gifted and Talented Education funds. The Board is requested to approve the GATE Budget Application for 2003-04.
 - o. *Request for General Waiver – Golden State Seal Merit Diploma, R194-02-03. Due to cancellations of the spring administration of the Golden State Examination because of current year state budget cuts, many seniors are not able to complete the GSE requirements. The State Board of Education will consider a General Waiver, called the 2003 Senior Waiver, to allow students to be certified "as meeting the GSE requirements," provided that districts certify that the students meet the alternative requirements. The Board is requested to approve the General Waiver Request – Golden State Seal Merit Diploma.

- p. *School Site Plans, R199-02-03. The LCUSD site plans adhere to the Single School Plan for Pupil Achievement template as provided for in amended Education Code 64001. The template provides a single, comprehensive school plan to improve the academic performance of students. The Board is requested to approve the School Site Plans.
2. Second Reading
- a. Grades K-2 Open Court Adoption: English Language Arts, R183-02-03. Representatives from each grade level came together as a district committee to discuss recommendations. Based on specific criteria established by the district, Open Court was selected for grades K-2. The Board is requested to approve Grades K-12 Open Court Adoption: English Language Arts.
 - b. Grades 3, 4, 5 Houghton-Mifflin Adoption: English Language Arts, R184-02-03. Representatives from each grade level came together as a district committee to discuss recommendations. Based on specific criteria established by the district, Houghton Mifflin's A Legacy of Literacy was chosen for grades 3-5. The Board is requested to approve Grades 3, 4, 5 Houghton-Mifflin Adoption: English Language Arts.
 - c. Grades 6-8 Textbook Adoption: English Language Arts, R185-02-03. Language arts teachers in grades 6-8 came together as a district committee to discuss recommendations. Based on specific criteria established by the district, Language of Literature was selected for grades 6-8. The Board is requested to approve Grades 6-8 Textbook Adoption: English Language Arts.
3. Consent Agenda
- a. Personnel Report, P23-02-03. The Board is requested to approve the Personnel items.
 - b. Extra Duty/Extra Pay Report, P24-02-03. The Board is requested to approve the Extra Duty/Extra Pay Report.
 - c. Approval of Job Description: Information Systems Supervisor (CMSA), R186-02-03. The Board is requested to approve the job description for Information Systems Supervisor.
 - d. Approval of Job Description: Computer Support Technician (CSEA), R198-02-03. The Board is requested to approve the job description for Computer Support Technician.
 - e. 2003-2004 Designation of CIF Representatives to League, R201-02-03. Every year, the district must send a form to CIF designating its representative to CIF league. The Board is requested to approve the designation of Dr. Michael Leininger to serve as the district's CIF League Representative for the 2003-2004 school year.
 - f. Special Activities: Girls Varsity Basketball, Girls JV/Frosh/Soph Basketball, R206-02-03. The Board is requested to approve the following special activities: Girls Varsity Basketball trip to Palm Springs, Thursday, June 26 to Sunday, June 29, 2003; and Girls JV & Frosh Soph Basketball trip to San Diego, Sunday, July 20 to Sunday, July 27, 2003.
 - g. Instrumental Music Agreement with Assistance League of Flintridge, R207-02-03. The Board is requested to approve the 2003-2004 agreement with Assistance League of Flintridge for the instrumental music program, grades four through six.
 - h. Agreement with Assistance League of Flintridge for "Sprouts Program," R209-02-03. The district is mandated to provide Special Education for learning handicapped three to five year olds. The "Sprouts" program meets some of our legal preschool responsibilities, with a goal of providing an individualized program for students and parents. The Board is requested to approve the agreement with Assistance League of Flintridge for the "Sprouts Program."
 - i. Non-Public School/Non-Public Agency Contracts, R200-02-03. The Board is requested to approve the non-public school/non-public agency contracts.
 - j. Renewal of School Services Contract, R188-02-03. The District has contracted with School Services of California in the past to assist with Fiscal Budget Services. The current contract expires June 20, 2003. The Board is requested to approve the renewal of School Services Contract.
 - k. CEC Summer Contract, R190-02-03. The Child Education Center has submitted a request for use of District property for its 2003 summer program. Paradise Canyon Elementary is the site being considered for this purpose. The Board is requested to approve the CEC Summer Contract.
 - l. Request to Go to Bid for Pool Services for 2003-2004, R192-02-03. To provide the students and staff with a healthy and safe environment to swim and to meet all the specifications and mandates of the law it is necessary to go to bid for pool cleaning service. The Board is requested to approve the request to go to bid for pool services.
 - m. California Environmental Quality Act Certification – LCHS Science Lab Project, R205-02-03. In preparation for the LCHS science lab renovation project, it is required that the District complete a California Environmental Quality Act Certification. The Board is requested to approve the California Environmental Quality Act Certification – LCHS Science Lab Project.
 - n. Accept Bid for LCE Playground Improvements, R208-02-03. The bid opening for this work was held at 2:00 p.m. on May 27, 2003. One bid was received. The bid is within the estimated cost and budget for the project. The Board is requested to accept the bid for LCE Playground improvements.
 - o. Gifts, R182-02-03. This is a list of donations to the district since the last regular Board meeting.
 - p. Purchase Order List #15

LA CAÑADA UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE GOVERNING BOARD
JUNE 3, 2003 – LA CAÑADA HIGH SCHOOL IRC
4463 OAK GROVE DRIVE, LA CAÑADA, CALIFORNIA

CLOSED SESSION: 5:00 P.M.

IN LA CAÑADA HIGH SCHOOL IRC

CLOSED SESSION AGENDA

- 1. Public Employee Discipline/Dismissal/Release**
- 2. Public Employee Appointment/Employment**
- 3. Student Discipline and/or Related Student Matters**
- 4. Conference with Labor Negotiator**

Government Code Section 54957.6. Direction will be provided to District Negotiator Superintendent Dr. Sue Leabo regarding negotiations with LCTA and CSEA.

- 5. Conference with Real Property Lease Negotiator**

GC Sections 54954.5, 54956.8. Direction will be provided to District lease negotiator Superintendent Dr. Sue Leabo regarding the terms of the leases at the District owned sites.

- 6. Pending Litigation**

GC Section 54956.9. Disclosure would jeopardize process of settlement.

RECONVENE OPEN SESSION FOR REGULAR BOARD MEETING

7:00 p.m. in La Cañada High School IRC

RECONVENE CLOSED SESSION following the regular 7:00 p.m. meeting, if needed.

RECONVENE OPEN SESSION for adjournment.